

## **Minnesota Government Records and Information Network**

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

January 20, 2010 8:30 – 10:30 a.m.

### **Minutes**

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Past meeting minutes are available on the MnGRIN web site located at [www.mnhs.org/preserve/records/mngrin.html](http://www.mnhs.org/preserve/records/mngrin.html).

The January 20, 2010 meeting of the Minnesota Government Records and Information Network (MnGRIN) was held at the Minnesota Department of Health Conference Center, Snelling Park, St. Paul. Chair Cathy Beil opened the meeting at 8:45 a.m.

Number of persons in attendance: 8

#### **Introductions and Discussion**

Jim Mack, Health, and other Health staff will be meeting with OET to begin discussions on a document management system. OET supports FileNet. He is also working on the legal hold process.

Gail Ryan, Agriculture, asked the group about their use, or not, of journaling in email and whether to allow voice mail messages from a VoIP phone system to go to email. This brought up the question of policies related to use of the VoIP system.

Nan Skovran, Agriculture, will be leaving the agency January 28<sup>th</sup>. Her assignment is over. She is doing exit related things such as cleaning up emails and drives.

Cathy Beil, Human Services, attended a discovery conference for her agency to provide support and expertise for the agency's attorneys. She is looking at exceptions asked for during the email migration that have now expired. Special attention is being paid to those employees with VERY large accounts. They are working on archiving email.

D'Ann Topoluk, Health, reported she is working diligently on daily responsibilities.

Wendy Bartlett, MAC, is working on the legal department's retention schedule. MAC has email archiving for all employees.

Sally Anderson, Dakota County, did an Onbase upgrade in December. She is going through the records destruction process. They are also working on EDMS projects.

Michele Bliss, DOT, reported she is working to more clearly define the bridge legal hold. FileNet will be evaluated in the future by the EDMS Team to determine if it would work in Mn/DOT's environment. She will be working with a consultant on a project to develop a records inventory process for agency use.

**Program**

Cathy Beil spoke about collaboration on the new Google website located at <http://groups.google.com/group/mn-grin>. This is a new tool being tested as an additional way for governmental records management employees to share information, ask questions or give pointers. Give it a try!

**Next Meeting Date** – February 17, 2010, at the usual location in the Snelling Office Park. The presentation will be on the electronic invoicing project done by the City of Minneapolis. The controller, the accounts payable supervisor and a consultant from the City will make the presentation.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.